

memorandum

DATE: January 4, 2001

REPLY TO

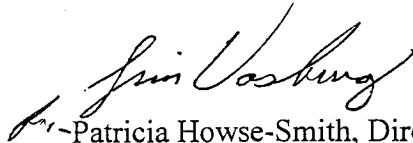
ATTN OF: AD-442:Kent

SUBJECT: **TIME AND ATTENDANCE REPORTING FOR JANUARY 2, 2001**

TO: All ORO, OSTI, and YAO Employees Duty Stationed in Oak Ridge, Tennessee

Due to icy road conditions, management authorized a liberal leave policy for the morning of Tuesday, January 2, 2001. Under this policy, normal business hours are observed; however, individual employees are permitted to use leave or credit hours, without prior approval, to cover all or part of their absence caused by a hazardous weather situation. In addition, supervisors may excuse up to 2 hours of tardiness under this policy. Employees receiving excused tardiness should be charged with Administrative Leave Due to Weather (Code 061). Tardiness in excess of 2 hours should be charged to an appropriate leave category. Employees who were scheduled to work and did not report for duty at all on January 2, 2001, should be charged with an appropriate leave category for the entire day.

Questions regarding excused absence or leave in any specific situation should be directed to your timekeeper or to your Personnel Management Specialist.


Patricia Howse-Smith, Director
Human Resources Division